



National Environmental
Laboratory **Accreditation**
Conference

Third Interim Meeting

January 13–16, 1998

Sheraton National Hotel • Arlington, VA

Sponsored by the U.S. Environmental Protection Agency
in cooperation with the
States, Territories, and other Federal Agencies.



- Key Issues and Important Meeting Plans _____

The purpose of the Third National Environmental Laboratory Accreditation Conference (NELAC) Interim Meeting is to provide an opportunity for the NELAC standing, administrative, and ad hoc committees to conduct face-to-face working sessions with all interested NELAC stakeholders.

1997 was indeed a banner year, with the nearly unanimous approval of all the NELAC standards at the Annual Meeting in Dallas. NELAC stakeholders recognize, however, that improving and amending the standards is, and should be, an iterative process. Some anticipated issues for discussion by the standing committees are:

- **Program Policy and Structure** – Field Measurements as a standing committee;
- **Proficiency Testing** – PT sample acceptance limits determination;
- **On-Site Assessment** – assessor training manual and checklists;
- **Accreditation Process** – amendments to Personnel Qualifications;
- **Quality Systems** – needs of the Office of Solid Waste and Emergency Response;
- **Accrediting Authority** – report on NELAC congruence with ISO requirements; and
- **Implementation** – costs to States and results of NCSL survey.

In-depth discussions will take place on the National Environmental Laboratory Accreditation Program (NELAP) implementation activities. Topics will include States with dual programs and accreditation of out-of-state laboratories.



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Other Activities

Administrative and ad hoc committees will also convene working sessions. Among the topics for discussion by these committees will be:

- **Conference Management** – proposals for management of future conferences;
- **Membership and Outreach** – discussion of the NELAC Web site;
- **Nominating** – proposal of all necessary nominees;
- **Field Measurements** – structure of field measurement standards;
- **National Database** – final structure and fields; and
- **Transition Committee** – status of States applying for NELAP recognition.

- Background _____

The National Environmental Laboratory Accreditation Conference (NELAC) is a voluntary association of State and federal agencies established to develop uniform accreditation standards. NELAC voting members include State and federal agencies. Other stakeholders (contributors) may provide input at all stages of the process. A federally chartered advisory board, the Environmental Laboratory Advisory Board, provides consensus advice from a wide range of private sector interests.

NELAC will operate as follows:

- States and federal agencies adopt standards and serve as accrediting authorities;
- The accrediting authority may contract with a third party to perform all or part of the assessment;
- A multi-government team will evaluate States' accreditation programs;
- All participating NELAP-approved accrediting authorities agree to accept reciprocity; and
- Laboratories seek accreditation within their state, if available.

***Please fax, mail, or e-mail
your registration form no later
than December 22, 1997, to:***

**Dr. C. E. Tatsch
Research Triangle Institute
P.O. Box 12194
Research Triangle Park,
NC 27709-2194
Fax: (919) 541-7386
Phone: (919) 541-6930
E-mail: cet@rti.org**

National Environmental Laboratory Accreditation Conference

Third Interim Meeting Registration Form*

Name _____ Title _____

Company or Organization _____

Address _____

City _____

State _____ Zip _____

Phone (_____) _____

Fax (_____) _____

E-mail _____

Badge name _____

*For additional registrations, please copy this form and submit a separate registration for each individual.

PRIMARY AFFILIATION (check one category)

GOVERNMENT

- ☐ State
 ☐ County/Local
☐ EPA
 ☐ Indian Tribe
☐ Other Federal

PRIVATE SECTOR

- ☐ Private Laboratory
☐ Assessor Body
☐ EPA Regulated Industry
☐ Environmental Interest Group
☐ Academia
☐ Other (please specify) _____

Preliminary Schedule

*So that we might best accommodate you,
please check the boxes of the meetings you plan to attend.*

Monday, Jan. 12	Tuesday, Jan. 13	Wednesday, Jan. 14	Thursday, Jan. 15	Friday, Jan. 16
5:00 – 8:00 p.m. Registration	8:00 a.m. – 9:00 a.m. Registration 9:00 a.m. – 10:30 a.m. Open Plenary 10:30 a.m. – 5:00 p.m. Standing Committee Working Sessions <input type="checkbox"/> Policy/Structure <input type="checkbox"/> Quality Systems <input type="checkbox"/> Accreditation Authority <input type="checkbox"/> Implementation	9:00 a.m. – 5:00 p.m. Standing Committee Working Sessions <input type="checkbox"/> Proficiency Testing <input type="checkbox"/> On-site Assessment <input type="checkbox"/> Accreditation Process	9:00 a.m. – 3:00 p.m. Administrative and Ad Hoc Committee Working Sessions Ad Hoc Committees <input type="checkbox"/> Transition <input type="checkbox"/> National Database <input type="checkbox"/> Field Measurements Administrative Committees <input type="checkbox"/> Conference Management <input type="checkbox"/> Membership and Outreach <input type="checkbox"/> Nominating 3:00 – 5:00 p.m. <input type="checkbox"/> Closing Plenary 5:00 – 6:00 p.m. <input type="checkbox"/> ELAB Open Forum	8:00 a.m. – Noon <input type="checkbox"/> National Institute of Standards and Technology (NIST) Open Meeting: <i>NIST Accreditation/ Oversight of Providers of Proficiency Testing for EPA/States Water Programs</i> 1:00 p.m. – 5:00 p.m. <input type="checkbox"/> Environmental Laboratory Advisory Board

Internet Service

Revised versions of the Standards and the Constitution and Bylaws, are available through the technology Transfer Network (TTN).
Worldwide web access is at the following URL:

<http://ttnwww.rtpnc.epa.gov/html/nelac/nelac.htm>

Additional Meeting Opportunities

ELAB Open Forum

Thursday, January 15, 5:00–6:00 p.m.

The Environmental Laboratory Advisory Board (ELAB) will hold an informal, open forum on Thursday, January 15th, following the conclusion of the meetings of the NELAC Administrative and Ad Hoc committees. This forum affords you the opportunity to speak directly with ELAB members regarding any issue or aspect of NELAC. Please plan to attend this important exchange of ideas.

NIST Open Meeting on Oversight of PT Providers

Friday, January 16, 8:00 a.m.–Noon

The National Institute of Standards and Technology (NIST) is extending its accreditation programs so that private sector companies and interested parties can be accredited by NIST to provide proficiency testing to laboratories testing drinking water and wastewater.

In this meeting, NIST will present a draft of the handbook covering the technical requirements of this program. Discussion, questions and answers, and solicitation of comments will be included. Information about obtaining a copy of the handbook may be found on NIST website [<http://www.cstl.nist.gov/nist839>]. This meeting is open to the public without charge. (Reenie Parris, 301/975-3103)

ELAB Meeting

Friday, January 16, 1:00–5:00 p.m.

The ELAB will meet on January 16th, 1998. Agenda items include a report from ELAB's Good Laboratory Practices (GLP) Subcommittee, a report from NELAC on issues regarding implementation, and consideration of an ELAB third party assessor subcommittee.



Lodging and Travel Information

The Sheraton National Hotel is delighted to host the Third NELAC Interim Meeting. The hotel extends to all conference attendees the rate of \$112.98/single and \$133.00/double per night. Please ask for the NELAC conference rate. Additional consecutive nights may be reserved at the same rate.

Complimentary shuttle van service departs every 30 minutes to and from

Please make your reservations no later than Monday, December 22, 1997 to reserve rooms at these rates!

Washington National Airport and the Metro Station located at the Pentagon. The hotel is easily accessed via the Washington Boulevard exit from Interstate 395 and has indoor parking for 500 cars.

The hotel is located on a high elevation overlooking Washington DC's famous landmarks and is immediately adjacent to the Navy Annex, just blocks from the Pentagon, Metro (Washington's subway system), and Arlington Cemetery. Downtown Washington, the monuments, Smithsonian Institution, the Air & Space Museum, and National Airport are just 5 minutes away.

The Sheraton National Hotel

Columbia Pike and
Washington Boulevard
(900 South Orme Street)
Arlington, VA
Phone (703) 521-1900 or
(800) 468-9090
Fax (703) 521-2122

Mark Your Calendars . . .

Fourth NELAC Annual Meeting

*The Fourth NELAC Annual Meeting will take place **June 29–July 2, 1998**, at the **Omni Hotel San Antonio**, in San Antonio, Texas. Mark your calendars and plan to join us!*

Board of Directors and Committee Chairs

Board of Directors

Ms. Carol Batterton, Chair
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Dr. Eldert Hartwig, Past Chair
Ms. Jeanne Mourrain, Director
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Ms. Marion Thompson, Conference Management
Dr. Irene Ronning, Membership and Outreach
Dr. Eldert Hartwig, Nominating

Standing Committee Chairs

Ms. Pauline Bouchard, Program Policy and Structure
Ms. Anne Rhyne, Proficiency Testing
Mr. Wayne Davis, On-Site Assessment
Ms. Margaret Prevost, Accreditation Process
Ms. Sylvia Labie, Quality Systems
Mr. John Anderson, Accrediting Authority
Dr. Carl Kircher, Implementation

***Ad Hoc* Committee Chairs**

Vacant, National Database
Dr. Barton Simmons, Field Measurements
Dr. Charles Brokopp, Transition



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